

# PC BRAND AMBASSADOR NEW HIRE TRAINING OVERVIEW



**Product Connections™**  
A **WIS INTERNATIONAL** COMPANY

Welcome to Product Connections! We're so excited to have you on the Product Connections (PC) team. Below is an outline of the next steps and to-dos you will need to work through as you onboard.

1

**Reach out to your scheduler.** They'll be excited to connect!

2

**Sign into OKTA.** This is your one-stop shop during your onboarding. You'll find instructions in your welcome email. If you still have not received your welcome email, be sure to check your junk mail or contact your scheduler for assistance.

3

**Attend Virtual Retail Orientation.** This is your new hire live class. This class will include a TON of useful onboarding information so be sure to attend! There is a link to register in your welcome email or you can schedule to attend by sending an email to [NewHireHelp@CROSSMARK.com](mailto:NewHireHelp@CROSSMARK.com) (be sure to include your name and employee ID (EID) in that email).

4

**Start BlueVue training.** BlueVue is the online learning system Product Connections uses to properly train employees new and old! To access BlueVue, sign into OKTA and click on the BlueVue tile to get started! You must complete all mandatory training before being scheduled to work. Adult Beverage (AB) Sampling is a highly regulated industry so you must complete the training before executing an event.

4

## Start BlueVue training. (Continued)

### MANDATORY MODULES BEFORE STARTING WORK

1.) 1Hub Mobile for Product Connections, 2.) Target Adult Beverage Sampling, 3.) Target Adult Beverage Virtual Engagement Experience, 4.) Timesheet Quick Start Guide for Part Time Team Members, 5.) Any state-specific training

### eTIPS CERTIFICATION

This training module that is mandatory for some states and is required to be completed before you start working. Once you complete your training, you will receive your eTIPS card via mail. The course and certificate will be paid for by PC. If you already have this certification, let your scheduler know.

In order to request and then complete the eTIPS training, you will need to follow the instructions provided below:

1. Login to BlueVue through your OKTA account.
  - <https://crossmark.okta.com/>
2. Locate the eTIPS On Premise Course in your learning plan.
  - Note: You may need to expand either the 'Due Within a Month' or 'Due Within a Week' section to see the course.
3. Click on 'Request Approval.'
4. A pop-up window will appear, you do not need to add any comments in the approval request. Click 'Submit.'
5. Once the request is approved, you will receive an email letting you know that the course is ready for completion. Be sure to check your spam folder if you do not see the notification after 24 hours of requesting it.
6. Complete the eTIPS training as instructed and let your scheduler know when you are done with the training.

## 4 **Start BlueVue training. (Continued)**

### RECOMMENDED MODULES BEFORE STARTING WORK

1.) Payroll and Employee Self Services, 2.) Time Reporting Guidelines – Quick Reference Guide, 3.) Time Reporting – General Guidelines, 4.) Timesheet Definitions for Part-Time Team Members, 5.) Product Connections Time Reporting Summary, 6.) WIS Support Network, 7.) Time Reporting: Basics for Part Time. These modules are recommended to be completed before being scheduled to work or after you have started working. This includes more information on how to report time on the job.

## 5

**Live training with scheduler team.** This training is live with your new scheduler team to go over the finer points of the job. This will allow you to ask any questions and make sure that you are fully prepared to execute your first event. (Hooray!)

## 6

**Scheduled to work.** You've done it! You're ready to execute your first event with Product Connections. Remember, we're always here to help!